

**CITY OF BRYAN**  
**JOB DESCRIPTION – 1213**

**Working Title:** CLERK

**Career Ladder:** BUSINESS OPERATIONS      **Level:** 120

**Department:** FACILITY/FLEET OPERATIONS

**SUMMARY AND PRIMARY FUNCTION**

Performs a variety of secretarial and clerical duties to provide support to the Facility Services Division.

**PRIMARY DUTIES**

Answer telephones and provide information about division services.

Perform data entry work.

Type letters, memos and other correspondence as needed.

Sort and file correspondence and documents by established procedures.

**QUALIFICATIONS AND SKILLS**

High school diploma or equivalent plus some course work or computer training beyond high school.

1-2 years related experience in office environment, preferably including some customer contact.

Demonstrated capability in use of standard office equipment and machinery.

Demonstrated capability in operating a personal computer and using standard word processing and spreadsheet applications.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to file, index, maintain records and write simple reports.

Ability to understand and follow specific verbal instructions and procedures.

Good verbal and written communication skills.

**SPECIAL REQUIREMENTS AND LICENSES**

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

**EQUIPMENT, PHYSICAL DEMANDS AND WORKING CONDITIONS**

Computer, copier, telephone, fax, typewriter and automobile.

Sitting and operating office equipment; working in a well-lighted, air-conditioned office.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.